



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: March 20, 2017

HSS –17-014

Americorps Request for Formula  
Applications 2017-2018

For

Delaware Department of Health & Social Services

Date Due: April 11, 2017  
By 11:00 AM Local Time

**ADDENDUM # 1- Questions and Answers**

Responses to questions received by the deadline of March 13, 2017 and asked at the pre-bid meeting on March 7, 2017.

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE MENTIONED RFP.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

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Purchasing Services Coordinator  
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Charles Harris  
Volunteer Services Administrator

**ADDENDUM #1- QUESTIONS AND ANSWERS FOR  
HSS-17-014- AmeriCorps Request for Formula  
Applications 2017-2018**

**Q1. Where can we find all of the attachments?**

A1. All required attachments and appendices can be found within the RFP beginning on page 30, AmeriCorps Request for Formula Applications, on the bids.delaware.gov website.

**Q2. Are we no longer allowed to call up and ask questions related to the new application?**

A2. The deadline for questions is March 13, 2017. Questions should be submitted in writing to the designated contact, Charles A. Harris, as identified on page 3 of the RFP. After March 13<sup>th</sup>, communication with any state employee without prior written consent regarding this RFP is prohibited until the bid closes on April 11, 2017.

**Q3. Will we be able to do a Summer Program?**

A3. Yes, a summer program is possible. Notice of award will not occur until late May; as such summer program should begin summer 2018. AmeriCorps members serve as little as 300 hours, which is ideal for a summer program.

**Q4. How soon after the April 18<sup>th</sup> notice of award will the final AmeriCorps application be due in eGrants?**

A4. After notice of award the final AmeriCorps Formula application is due in eGrants on May 15, 2017. That date, as well as other important timeline dates can be found in the distributed March 7, 2017 Pre-bid Meeting PowerPoint presentation.

**Q5. Is this application separate work, completely different from the RFP response?**

A5. Yes, the application due in eGrants is a proposal responding specifically to the CNCS AmeriCorps\*State 2017 NOFO.

**Q6. If awarded a planning grant, is it required to apply the following year for an operating grant?**

A6. No, it is not mandate that recipients of a planning grant must apply the following year for an operational grant. However, the purpose of a planning grant is to support an organization's development of a new AmeriCorps program by exploring the need for and feasibility of creating an AmeriCorps program to address a particular community need based upon the six focus areas.

**Q7. What is the specific budget match?**

A7. The required match is 24% for the first 3 year funding period. The match requirement increases gradually annually beginning in year 4 to 50% by year 10. Match includes both cash and in kind.

**Q8. What would be a grant amount request in a fixed amount grant?**

A8. Grant amount requests and awards vary both in the level of operating funds and in the type and amount of AmeriCorps member positions.

**Q9. Are the RFP reviewers and the application reviewers the same?**

A9. Not entirely. The RFP responses are reviewed by AmeriCorps Delaware/ State Office of Volunteerism Staff and the Governor's Commission on Community and Volunteer Service. The applications are also reviewed by the same entities, although the individuals may not be the same. In addition, the application is also reviewed by a third party.

**Q10. Is the funding requested only award in full or are partial awards possible?**

A10. Partial or adjusted funding awards are possible based upon the quality and caliber of applicants and proposed interventions and funding available.

**Q11. How is the project start date determined?**

A11. This funding is for 2017-2018 program year. Award notification will be in mid to late May 2017. The Corporation for National and Community Service and AmeriCorps Delaware will coordinate a program start date for August 2017. Awarded agencies may start their project on that date or after.